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29 October 1968

MEMORANDUM FOR: Chief, Document and Pictorial Services Division

SUBJECT : Final Report [redacted] - Flow of Photography Photo Section 25X1

1. The attached Summary Report and Flow Charts have been prepared as part of an analysis of the flow of photographs thru the Photo Section, DPSD, to the Geographic Area Divisions of ISG.

2. It is my conclusion that so long as we must continue to control material on loan, minimum, if any, economics could be achieved by procedural changes within the Photo Section.

25X1

[redacted]
Chief, Photo Section, DPSD

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24 October 1968

SUMMARY

1. In conjunction with the preparation of the charts depicting the flow of the various types of photography thru the Photo Section, all aspects of this flow were reviewed and it does not appear that any large savings in manpower can be achieved in the Photo Section by modifications of these procedures. It is realized that this conclusion is based on a parochial interest, consequently, any modifications which might occur to another person while reviewing these charts would be welcomed.

2. Originally it appeared that a slight change in procedures in the ISG might speed the overall flow of materials, however, in view of the time lapse involved in the various area divisions and the fact that only China Branch and USSR Division index photographs, the suggestion to index at the time a caption is prepared seems to have limited value.

3. In response to your suggestion to review MIS 17-68, 7 March 1968, "Photo Processing and MI Requirements and Procedures", this report was reviewed in detail. In order to minimize the discussion, the following comments are limited to the recommendations and do not involve a discussion of the body of the report.

1. Conclusion: The lot card and other processing forms should be combined into a single form to control the processing flow of photographs.

Comment: The specific forms involved are:

a. Dissemination Record
b. OCR/GR reproduction requisition, Form 2083
c. Photograph Branch Lot Card, Form 210
d. Photo Action Slip

The Photo Section does not prepare any of these forms and would have no objection to such a combination. Since the principal users of these forms are the DPSD Control Room, the ISG Area Divisions, and the Printing Services Division/OL, it is felt that this proposed form be cleared with these organizations.

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2. Conclusion: A flexowriter should be used to type the lot cards to simultaneously create a paper tape containing data on photos received by source. The paper tape would be converted into a magnetic tape as part of the computer supported MIS.

Comment: This suggestion does not offer the Photo Section any savings since the compilation of receipt data now requires only one-half manhour per month.

Since Control Room personnel are not trained typists, it seems that the paper tapes so generated, might introduce an element of error into the computer supported MI system that would be difficult to control. In view of this possible error problem it would appear that the introduction of data by this method should be discussed with members of the EDPSD of CRS.

3. Conclusion: Data on photos accessioned can be obtained from the ISG, EDP index record.

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4. Conclusion: The lot number should be included as part of the caption and index record. This will eliminate a requirement to keep the caption report and caption card beyond the verification of work performed.

Comment: Agree providing the lot number is included in the caption and the lot card is available to check the source of photography this suggestion could be implemented. Savings resulting from this cannot be estimated by the Photo Section at this time.

5. Conclusion: The caption report should be used as a transcript sheet to index the accessioned photos.

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1. Touches only small part of problem - which is tortuous route of photographs - and how to improve on system to conserve manpower and to expedite movement of photos to master file where they are retrievable.
2. First check prepared [redacted] listed time expired from receipt of photo to placement in master file, showing average times at each function. Seems to me that I requested this be included in study with a parallel chart showing what steps would be saved and time that would be saved. 25X1
3. DIA is only one part of proposed study. Flow of CIA photography is even worse than that of DIA.
4. The idea in these studies was to see which,if any, steps or functions could be dispensed with, which could be merged, which could be streamlined, etc; resulting in time and manpower savings.
5. It is quite possible that nothing listed in 4 above is feasible or practical. If this is the case, then the study will show it.
6. What I want is a serious, in-depth, look and consideration of this matter, with all factors bearing or the questions being considered - not a superficial treatment of the subject.
7. New TD: 15 November 1968. Attach these comments to the reply.
8. MIS 17-68, 7 March 1968, "Photo Processing and MI Requirements and Procedures" should also be reviewed for its applicability.

Note from K re 10 September 68

Roger

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